

AR 851-19
OPNAVINST 1500.43
AFR 53-9
MCO 5720.50

DEPARTMENTS OF THE ARMY,
THE NAVY, AND THE AIR FORCE
WASHINGTON, DC, 16 November 1973

SCHOOLS

MANAGEMENT, OPERATION, AND SUPPORT OF THE DEPARTMENT OF DEFENSE INFORMATION TRAINING PROGRAM

*Local supplementation of this regulation is prohibited except
upon approval of HQDA (DAPE-MPT) WASH, DC 20310.*

		Para	Page
Section I. GENERAL			
Purpose.....	1	1	1
Authority.....	2	1	
Mission.....	3	2	
Scope.....	4	2	
Explanation of terms.....	5	2	
Responsibilities.....	6	2	
II. MANAGEMENT AND OPERATION			
Concept.....	7	4	
Staff and faculty.....	8	4	
Support requirements.....	9	4	
Military jurisdiction.....	10	4	
III. PROGRAMS OF INSTRUCTION			
Resident courses.....	11	4	
Coordination and approval.....	12	4	
IV. TRAINING INFORMATION			
Planned inputs to service schools			
(RCS CSGPA-1078(R1) Section B-DINFOS)...	13	5	
Schedules and quota allocations.....	14	5	

Section I. GENERAL

1. Purpose. This regulation establishes management and operating procedures for the Defense Information Training Program.

2. Authority. a. Department of Defense Directive 5160.48 establishes the Defense Information School (DINFOS), operated by the Secretary of the Army and his designees, for the information training requirements of all DOD components.

b. Army Regulation 351-1 provides that the Deputy Chief of Staff for personnel, Department of the Army, is the point of

contact on all matters relating to the supervision and operation of the Defense Information School.

c. The Defense Information School is administered in accordance with general policies of the Department of Defense, the management and operating procedures in this regulation, and applicable US Army regulations.

d. The Assistant Secretaries of Defense for Manpower and Reserve Affairs (ASD-(M&RA)) and for Public Affairs (ASD(PA))

furnish appropriate policy guidance for Department of Defense information training in their respective areas of responsibility.

e. The Commandant, DINFOS, in coordination with ASD(M&RA), ASD(PA), and the military services, develops policy, doctrine, and training literature; establishes and furnishes criteria governing selection, administration, and retention of students; and allocates quotas of courses.

3. Mission. The mission of the Defense Information School is to provide information training for officers, enlisted personnel, and civilian employees selected for information assignments at all levels of command in the Department of Defense. This includes training for broadcasting for the American Forces Radio and Television (AFRT). A limited number of persons from other Federal agencies and foreign nations are trained in the principles and techniques of US military information on a space available or reciprocal basis.

4. Scope. The provisions of this regulation are applicable to all military services except--

a. Postgraduate training offered by civilian colleges and universities.

b. Military training of students which is required but outside the scope of information training; e.g., physical fitness.

c. That foreign students will be processed administratively under applicable military service regulations.

5. Explanation of terms. a. *Field operating activity.* An organization which has the primary mission of executing policy and would still be required in the absence of the headquarters to which it reports.

b. *Host.* The unit or activity which has managerial control of facilities and provides support to another unit or activity.

c. *Tenant activity.* An organization, activity, or unit which is located at an installation or subinstallation belonging to another command and from which it is receiving specified types of supply or other services.

d. *Internal public.* Active military personnel and their dependents, reserve and retired military personnel, and salaried employees of the Department of Defense and its components.

e. *External public.* All persons not included in d above.

f. *Information training.* Formal training and orientation of officer, enlisted and civilian personnel in the information field, including AFRT broadcasting. This training prepares personnel for information operations directed toward both the internal and external public.

g. *Student weeks.* The number of weeks spent by students in attending resident classes during a fiscal year. For example, the number of Air Force student weeks, if 300 Air Force students attended the 10-week Basic Military Journalist Course during the training year, would be 300 x 10 or 3,000 student weeks.

h. *School Staff.* Military and civilian personnel who assist the school commandant in the execution of his duties, the development of curricula and the administration, operation, and support of the school.

i. *School faculty.* Military and civilian personnel whose primary duties are the preparation, presentation, and supervision of academic instruction.

j. *Minor course revision.* Any change which does not affect the overall length, prerequisites, or purpose/objective of the course and which does not exceed 10 percent of the total number of hours in the approved POI.

k. *Major course revisions.* Any change to an existing course which exceeds the criteria established for a minor course revision in j above.

l. *Training requirements.* Requirement for types of training or numbers of individuals to be trained, depending upon the context in which used.

6. Responsibilities. a. Department of the Army will exercise overall management of programing, budgeting, and funding of DINFOS.

b. Each military service will--

(1) Assign personnel to the DINFOS staff and faculty on a prorated basis, within the limits of manpower authorizations. Proration is based upon the input ratio of each service expressed in terms of student weeks.

(2) Provide pay, allowances (including subsistence), permanent change of station costs, and personnel administration of its members assigned to DINFOS staff and faculty.

(3) provide pay, allowances (including subsistence), travel costs (not integral to courses of instruction) and personnel administration for its members while students at DINFOS.

(4) Provide representatives for the DINFOS annual Policy, Doctrine, and Training Seminar who are authorized to approve proposed instructional changes.

(5) Furnish recommended training changes or new courses to ASD(PA), ASD-(M&RA), and Commandant, DINFOS, through the Secretary of the Army (HQDA (DAPE-MPT), WASH DC 20310). Proposals will list the new training requirements, training objectives, and the number of students to be trained, and will indicate, if a new course, whether it will be on a recurring or one-time basis.

(6) Promulgate schedules of classes.

(7) Furnish completed masters theses or doctoral dissertations and other appropriate materials related to information activities that have been written by military graduate students to DINFOS Commandant. Air Force personnel will provide theses or dissertations abstract in lieu of completed document.

c. The Commandant, DINFOS, will--

(1) Operate DINFOS; conduct common training in information principles and techniques on a DOD-wide basis; and, when authorized by the Secretary of Defense, conduct other separate information training deemed necessary to meet service requirements.

(2) Program and budget for the operation of DINFOS.

(3) Provide for the information training requirements of all DOD components within budget, manpower, and facility authorizations.

(4) Assemble and maintain for the use of all DOD components, a current record of DOD information training requirements and the specific courses which constitute the DOD Information Training Program. This record will be available to military services at Department level and will consist of--

(a) Training requirements given to the school by using agencies.

(b) Courses included in the DOD Information Training Program which meet existing training requirements.

(c) Actual student input into the scheduled courses.

(d) DINFOS capability to meet existing training requirements in a given year.

(5) Communicate directly with all elements of DOD and with other departments and agencies of the Government on information training.

(6) Provide HQDA(DAPE-MPT) with the DOD Information Training Program as follows:

(a) In the third week in July: Prior year (e.g., FY 73 accomplishment), current fiscal year (FY 74), and budget year (FY 75).

(b) In the third week in December: Current fiscal year (FY 74) and budget year (FY 75).

(c) In the third week in April: Current fiscal year (FY 74) and budget year (FY 75).

(7) Conduct an annual Policy, Doctrine, and Training Seminar in conjunction with the annual Department of Defense Staff Visit when feasible.

(8) Maintain liaison with the US Armed Forces Institute, civilian universities and institutions, commercial schools, and military service schools and training agencies on instructional techniques and training system.

(9) Maintain central repository for theses and dissertations and information materials and prepare an annual bibliography for distribution to each of the services.

(10) Contract for formal information training of DOD Personnel by colleges, universities, and other civilian agencies.

(11) Supervise all research projects concerning students testing and evaluation, programed instruction, and training aids development.

(12) Maintain academic records on each student. Notify military services concerned of student graduation or failure for annotation of appropriate personnel records.

(13) Adjust and revise quota allocations to meet changes in training requirements.

(14) Develop emergency and mobilization plans as required.

(15) Review, each odd fiscal year, the Joint Table of Distribution, on the basis of training requirements of all the military services, and recommend required changes in the JTD and service proration of manpower spaces.

(16) Conduct an annual review of all current Program of Instruction for DINFOS courses.

(17) Develop, conduct, or participate in special traveling workshops on the use or improvement of electronic and print media. The Commandant will apply discretion in acceptance of requests from DOD or Federal agencies for such workshops. Travel, per diem, and instructional material costs will be paid by the host agency.

Section II. MANAGEMENT AND OPERATION

7. Concept The Defense Information School will teach the techniques of printed, oral, and electronic communication. Governmental and DOD policies that affect the students in their relation to news media and to the internal and external publics will be explained. Students will also be taught to recognize the local, national, and international considerations which affect military information activities.

8. Staff and faculty. a. The DINFOS staff and faculty is organized under a joint table of distribution approved by the Secretary of the Army, based upon agreement among the services. It is composed of personnel from all the military services and Department of the Army civilian employees.

b. Specified staff and faculty positions are filled by service

components on a scheduled rotation agreed upon by the respective service and the Commandant, DINFOS. The normal tour of duty will be 3 years.

9. Support requirements. a. DINFOS is a field operating activity of the US Army Training and Doctrine Command (TRADOC) located on an Army installation.

b. Administrative and logistical services are furnished through a host-tenant Interservice Support Agreement. The agreement is reviewed on an annual basis and renegotiated as required.

10. Military jurisdiction. Jurisdiction for the purpose of military justice over personnel assigned or attached to DINFOS and DINFOS students is exercised by the respective military departments.

Section III. PROGRAMS OF INSTRUCTION

11. Resident courses. a. Each skill-producing or functional course of instruction is designed to meet specifically defined training requirements expressed by each service.

b. The content of each course, including prerequisites, is published as

a Program of Instruction and distributed to agencies concerned.

12. Coordination and approval. a. Minor course revisions may be approved by the Commandant, DINFOS.

b. Major course revisions must be coordinated with the Military Departments, ASD (M&RA), and ASD(PA).

Section IV. TRAINING INFORMATION**13. Planned inputs to service schools**

(RCS CSGPA-1078(R1), Section B--DINFOS).

a. Once annually, during the month of February, the Commandant, DINFOS, will complete columns a, b, and c of DD Form 1866 (Planned Inputs to Service Schools--Section B--DINFOS) (fig. 1) and forward to all DOD components and Government agencies to solicit for training conducted by DINFOS. All addressees having individual information training requirements will complete columns d through j of DD Form 1866 and submit one copy for each fiscal year to Commandant, DINFOS, Fort Benjamin Harrison, IN 46216 no later than the first week in April. DD Form 1866 will be reproduced locally on 10 1/2- by 8-inch paper.

b. The period covered in the solicitation will be for one fiscal year (target fiscal year) following the budget year and one additional planning fiscal year. For example, current year is FY 74. The solicitation process will be conducted in February FY 74 for target fiscal year FY 76 and one planning fiscal year FY 77. A separate DD Form 1866 will be used for submission of data for each fiscal year.

c. On DD Form 1866 (fig. 1) insert the appropriate fiscal year. In column i, insert categories of personnel such as non-US, if applicable.

d. Prior to 1 November annually, all DOD components and Government agencies will submit to the Commandant, DINFOS, refined information training requirements for the next fiscal year. For example, on 1 November 1973 (FY 74) refined requirements are due for FY 75. This information is required for scheduling purposes and will be submitted on DD Form 1866 based upon data contained in prior submission for that fiscal year.

e. DA Form 3556-R, Planned Inputs to US Army Service Schools, RCS CSGPA-1078, in AR 351-7, will be revised and redesignated as Section A for use by Army agencies only.

14. Schedules and quota allocations. On 1 March annually, the Commandant, DINFOS, in coordination with HQDA (DAPE-MPT) and CG TRADOC will-

a. Publish and distribute to all DOD components and Government agencies the schedule of classes of each course for the next fiscal year. The schedule will include reporting, starting and ending dates of each class.

b. Allocate quotas for each course for the next fiscal year, by class, to each DOD component and Government agency.

PLANNED INPUTS TO SERVICE SCHQ SECTION B - DINFOS										REPORT CONTROL CSGPA-1076		BOL	
TO:										FROM: (Include ZIP Code)			
Commandant Defense Information School ATTN: DINFOS-DI Fort Benjamin Harrison, IN 46216													
COURSES										FISCAL YEAR _____			
COURSE NUMBER a	COURSE TITLE b	COURSE LENGTH c	NUMBER TO BE TRAINED						TOTAL (d thru j)				
			ACTIVITY DUTY		RESERVE		CIVILIAN h	OTHER i					
			OFF d	EM e	OFF f	EM g							
REMARKS													

DATE		NAME, GRADE AND TITLE OF REPORTING OFFICIAL		SIGNATURE	
------	--	---	--	-----------	--

The Army office of primary interest in this joint publication is the Deputy Chief of Staff for Personnel. Army users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPE-MPT) WASH DC 20310.

By Order of the Secretaries of the Army, the Navy, and the Air Force:

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

T. F. DEDMAN,
Rear Admiral, U.S. Navy
Assistant Vice Chief of Naval Operations/
Director of Naval Administration

Official:
JACK R. BENSON, Colonel, USAF
Director of Administration

GEORGE S. BROWN, General, USAF
Chief of Staff

C. B. DRAKE, MGen, USMC
Ass't Chief of Staff, G-3

DISTRIBUTION:

Army:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Schools--C (Qty rqr block no. 313).

Navy: SNDL A1 (Immediate Office of the Secretary) (SECNAV, ASN(M&RA), only)

A2A (Independent Offices) (NAVADMINO, OCMM, CHINFO, JAG, only)

A5 (Bureaus) (CHNAVPERS, only)

FT1 (CNET)

Op-099

Stocked:

Commanding Officer

Naval Publications and Forms Center

Code 1052

5801 Tabor Avenue

Philadelphia, PA 19120

Air Force:

M

Marine Corps:

MARCORPS LIST 10